

APPENDIX 5A
EXAMPLES OF MMD-1 DAILY AND WEEKLY INSPECTION FORMS

EXAMPLE MMD-1 DAILY INSPECTION FORM

Inspector's Name _____					
Date of Inspection _____					
Time of Inspection _____					
Inspection Item	Procedures	Results	Corrective Action		Supervisor's Initials
		(Satisfactory/ Unsatisfactory)	Action	Date Completed	
MMD-1 Monitoring Equipment					
Depot Area Air Monitoring System ^a	Inspect physical integrity of the monitor and associated equipment				
	Inspect for signs of damage or malfunction of equipment				
	Inspect to ensure that equipment is functioning properly				
	Inspect to ensure that appropriate equipment has been calibrated				
Near Real-Time Gas Chromatography (for example, MINICAMS ¹) ^a	Inspect physical integrity of monitor and associated equipment				
	Inspect for signs of damage or malfunction of equipment				
	Inspect to ensure that equipment is functioning properly				
	Inspect to ensure that each operating monitor has been challenged				
	Inspect to ensure sufficient inventory of gas supplies				
GC/MS ^a	Inspect to ensure that processor is operating properly				
	Inspect to ensure that equipment has been tuned				
	Inspect to ensure sufficient inventory of gas supplies				
MMD-1 Monitoring Equipment (Continued)					
Colorimetric Detection Tubes ^a and Hand Pumps	Inspect to ensure there is sufficient inventory present				

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Inspection Item	Procedures	Results	Corrective Action		Supervisor's Initials
		(Satisfactory/ Unsatisfactory)	Action	Date Completed	
	Inspect for deterioration or cracks in tubes				
	Inspect for damage or malfunction; check that expiration date has not been exceeded				
Safety and Emergency Equipment					
Intercom Systems ^a	Inspect to ensure that systems are functioning				
Two-Way Radios and Associated Equipment	Inspect to ensure that radios are functioning properly				
	Inspect to ensure there is sufficient inventory present				
First Aid Kit	Inspect to ensure kit is complete and in place				
Safety and Emergency Equipment (Continued)					
Personnel Decontamination Station	Inspect to ensure a sufficient inventory of safety equipment is available				
	Inspect for lapsed expiration dates, for supplies where applicable				
MMD-1					
Munition Loading and Breaching Area ^b	Inspect physical integrity of system				
	Inspect for signs of damage				
Reagent Processing ^b	Inspect physical integrity of system				
	Inspect for signs of damage to vessels, pipes, or pumps				

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		(Satisfactory/ Unsatisfactory)	Action	Date Completed	
	Inspect for evidence of spills or leaks				
	Inspect to ensure sufficient inventory of reagent supply				
MMD-1 (Continued)					
Liquid Processing ^b	Inspect physical integrity of system				
	Inspect for signs of damage to vessels, pipes, or pumps				
	Inspect for evidence of spills or leaks				
Liquid Waste System ^b	Inspect physical integrity of system				
	Inspect for signs of damage to vessels, pipes, or pumps				
	Inspect for evidence of spills or leaks				
Gas Processing ^c	Inspect physical integrity of system				
	Inspect for signs of damage to vessels, pipes, or pumps				
	Inspect for evidence of spills or leaks				
Waste Gas System ^c	Inspect physical integrity of system				
	Inspect for signs of damage to vessels, pipes, or pumps				
	Inspect for evidence of spills or leaks				
MMD-1 (Continued)					

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Inspection Item	Procedures	Results (Satisfactory/ Unsatisfactory)	Corrective Action		Supervisor's Initials
Relief System ^c	Inspect physical integrity of system				
	Inspect for signs of damage to vessels, pipes, or pumps				
	Inspect for evidence of spills or leaks				
Closed-Circuit Television System ^c	Inspect to ensure visual clarity				
	Inspect to ensure correct positioning				
	Inspect to ensure correct operation				
Digital Control and Instrumentation System ^c	Inspect physical integrity of system				
	Inspect to ensure correct operation				
Electrical ^f	Inspect physical integrity of system				
	Inspect to ensure correct operation				
Fire Suppression System	Visually inspect weights and pressure gauges of the FM-200 cylinder for proper pressure				
MMD-1 (Continued)					
Carbon Filter System ^c (induced draft filter fan motor, filter elements, pressure gauges, induced draft filter fan)	Inspect for corrosion, malfunctions, leaks, or excessive wear				
	Inspect for pressure gauge operation				
	Inspect for proper operation of fan motor				
Process trailer spill-containment system ^c	Inspect integrity of system for wear and tear and other signs of damage				

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	Inspect for evidence of spills or leaks				
Waste Storage					
Surge Tanks (Building 3445 East Chamber)	Inspect to ensure that there are no accumulated liquids in area				
	Inspect containers for leaks, bulges, or other damage				
	Inspect containers to ensure that hazardous waste labels are affixed and legible				
	Inspect secondary containment pans/structure for any cracks, gaps, wear and tear, or other signs of damage				
	Inspect piping for leaks, cracks, or other damage				
	Inspect loading/unloading area for signs of spills				
	Inspect warning signs for presence and that signs are legible and in good condition				
Unpack Area					
Waste Transfer Carts	Inspect cart for operability, that it is in good condition, and that there is no waste or other material on the cart				
Jib Crane	Inspect crane to ensure operability and that load testing has been performed				
Cutting Saw	Inspect saw to ensure operability and that blade is in good condition				
Lift Table	Inspect lift table for proper operation and cleanliness, that is, free from waste residue				

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Inspection Item	Procedures	Results (Satisfactory/ Unsatisfactory)	Corrective Action		Supervisor's Initials
			Action	Date Completed	
Work Table	Inspect table for cleanliness, that waste drum is empty and locked in place				
Carbon Filter System Including Induction Fan and Louvers	Inspect that carbon filter is in place, fan is operable, and unpack area's louvers are operational				
Chemical Agent and Industrial Chemical Monitoring System	Inspect monitoring system to ensure operability and that it has been calibrated/ challenged				
Abrasive Blasting Equipment	Inspect blasting equipment for operability. Ensure adequate inventory of blasting material				
HEPA Filter System	Inspect filter system for operability				
MTV Munition Fixtures	Inspect fixtures for cleanliness, that clamps are operable, and bolts are present				
Unpack Area (Continued)					
Glovebox Pass Through	Inspect for cleanliness to ensure that there are no accumulated wastes in the vicinity of glovebox pass through. Inspect glovebox pass through door for structural integrity. Inspect for damage to door and confirm that the door opens freely.				
Loading and Unloading ^c	Inspect for spills, soil discoloration				
Periphery ^a	<u>Inspect</u> for spills, soil discoloration or stressed vegetation				

NOTES:

- a Inspect daily when performing MMD-1 operations.
- b Inspect daily prior to operations.
- c Inspect daily when in use.

EXAMPLE MMD-1 WEEKLY INSPECTION FORM

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Inspector's Name _____ Date of Inspection _____ Time of Inspection _____					
Inspection Item	Procedures	Results (Satisfactory/ Unsatisfactory)	Corrective Action Action	Date Completed	Supervisor's Initials
Safety Equipment/Security Controls					
Emergency Showers (2)	Inspect to ensure emergency showers are functioning properly				
Eyewash Stations	Inspect to ensure station is operable and in good working condition				
	Inspect to ensure that bottle is full				
Personal Protective Equipment	Inspect to ensure a sufficient inventory is present for operations				
Dedicated Spill Kit	Inspect to ensure a sufficient inventory is present				
	Inspect to ensure that kits are in an accessible position				
Warning Signs	Visually inspect for missing or damaged signs				
	Visually inspect that signs are in place and are legible				
Outside Lights	Inspect to ensure correct position				
	Inspect to ensure bulbs are functional				
Safety Equipment/Security Controls (Continued)					

Inspector's Name _____ Date of Inspection _____ Time of Inspection _____					
Inspection Item	Procedures	Results (Satisfactory/ Unsatisfactory)	Corrective Action		Supervisor's Initials
Fences	Visually inspect for broken or down fence lines and/or loose wires		Action	Date Completed	
	Visually inspect for infusion or obstruction by vegetation				
Gates	Inspect the integrity of gate				
	Inspect for signs of tampering				
	Inspect ability to close gate safely				
Locks	Inspect to ensure all locks are secured				
	Inspect for signs of tampering				
	Inspect ability to lock Inspect to ensure fire extinguishers are fully charged				
Waste Storage Areas					
Munition Service Magazine	Inspect that waste inventory is correct				
	Inspect to ensure that there are no accumulated liquids and that containers are elevated above free liquid accumulation point				
Waste Storage Areas (Continued)					
Munition Service Magazine (Continued)	Inspect containers for leaks, bulges, or other damage; containers stored in upright position and closed				

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		(Satisfactory/ Unsatisfactory)	Action	Date Completed	
	Inspect secondary containment pans/structure for any cracks, gaps, wear and tear, or other signs of damage				
	Inspect spill kit to ensure presence and that sufficient inventory is available				
	Inspect loading/unloading area for signs of spills				
	Inspect storage area for presence of fire extinguisher, that fire extinguisher is operable, and is within servicing date				
	Inspect containers to ensure that hazardous waste labels are affixed and legible.				
	Inspect lock for good working condition and that lock is secure				
	Inspect warning signs for presence and that signs are legible and in good condition				
Waste Storage Areas (Continued)					
Building 3445 West Chamber (<90 day waste storage)	Inspect that waste inventory is correct Inspect to ensure that there are no accumulated liquids and that containers are elevated above free liquid accumulation point Inspect containers for leaks, bulges, or other damage Inspect containers to ensure that hazardous waste labels are				

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Inspection Item	Procedures	Results	Corrective Action		Supervisor's Initials
	affixed, legible, and container does not exceed 90-day storage limit Inspect secondary containment pans/structure for any cracks, gaps, wear and tear, or other signs of damage Inspect loading/unloading area for signs of spills Inspect storage area for presence of fire extinguisher, that fire extinguisher is operable, and is within servicing date Inspect warning signs for presence and that signs are legible and in good condition	(Satisfactory/Unsatisfactory)	Action	Date Completed	
Waste Storage Areas (Continued)					
AA@ Street Waste Storage Area (<90 day waste storage)	Inspect that waste inventory is correct Inspect to ensure that there are no accumulated liquids and that containers are elevated above free liquid accumulation point Inspect containers for leaks, bulges, or other damage Inspect containers to ensure that hazardous waste labels are affixed, legible, and container does not exceed 90-day storage limit Inspect spill kit to ensure presence and that sufficient				

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Inspection Item	Procedures	Results (Satisfactory/ Unsatisfactory)	Corrective Action		Supervisor's Initials
	inventory is available Inspect loading/unloading area for signs of spills Inspect storage area for presence of fire extinguisher, that fire extinguisher is operable, and is within servicing date Inspect warning signs for presence and that sign are legible and in good condition Inspect secondary containment structure for any cracks, gaps, wear and tear, or other signs of damage		Action	Date Completed	
Waste Storage Areas (Continued)					
AA@ Street Waste Storage Area (<90 day waste storage) (Continued)	Inspect lock on fence to ensure working condition and that lock is secure				
Unpack Area	Inspect to ensure that there are no accumulated liquids and that containers are elevated above free liquid accumulation point Inspect containers for leaks, bulges, or other damage Inspect containers to ensure that hazardous waste labels are affixed, legible, and container does not exceed 90-day storage limit Inspect secondary				

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	containment pans/structure for any crack, gaps, wear and tear, or other signs of damage Inspect spill kit to ensure presence and that sufficient inventory is available Inspect loading/unloading area for signs of spills Inspect storage area for presence of fire extinguisher, that fire extinguisher is operable, and is within servicing date				
Unpack Area (Continued)	Inspect warning signs for presence and that signs are legible and in good condition				